

# **READVERTISEMENT**

**\*Please note change to typing test requirement under Special Information section.**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**June 25, 2008**

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<b>TITLE:</b>	Administrative Support
<b>POSITION NO:</b>	10321
<b>LOCATION:</b>	Disability Services Division, Helena
<b>STATUS:</b>	<b>Part-time</b> /Permanent, <b>(20 hrs/wk)</b>
<b>UNION:</b>	MEA-MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 3
<b>STARTING SALARY:</b>	\$9.68 - \$12.10 hourly. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Thursday, July 10, 2008.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**SPECIAL INFORMATION:** This is a part-time position, working 20 hours per week.

A typing test is required at **45** net wpm (previously advertised at 50). Applicants must arrange to take typing test with local Job Service and submit results at time of application.

**TYPICAL DUTIES:** This position provides clerical and administrative support to assigned Counselors to ensure effective caseload management; and provides receptionist duties for the Helena Vocational Rehabilitation office, to include dissemination of program information, scheduling appointments, answering telephones and greeting clients and the general public.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

**Knowledge:** Knowledge of office practices and procedures, to include business English, spelling, composition, punctuation, computer usage, telephone etiquette, medical terminology and record keeping; and of Microsoft Word or compatible word processing procedures.

**Skills:** Skill in the use of general office equipment, to include calculator, dictation equipment, copy machines, telephone equipment, fax machine and personal computers; diplomacy and teamwork; and performing routine mathematical calculations, such as addition, subtraction, multiplication, division, and the calculations of percentages. Must be able to type 45 wpm (net).

**Abilities:** Ability to communicate effectively orally and in writing; maintain an effective working relationship with the public from a variety of socio-economic groups of people, co-workers and other agencies; make routine decisions, handle administrative details and maintain records accurately; organize and prioritize work; handle confidential information about individuals; display initiative and flexibility in performing tasks; and learn adaptive technology fundamentals.

**EDUCATION/EXPERIENCE REQUIRED:** High school diploma or equivalent **AND** one year of clerical experience. Other combinations of education and experience will be evaluated on an individual basis.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.5/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Typing test from Job Service at 45 (net) wpm (.2 is subtracted from the typing score for each error to obtain net score); and
4. Supplement questions.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees

retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTIONS

Department of Public Health and Human Services  
Title: Administrative Support  
Position: #10321  
Location: Disability Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your responses to these supplemental questions must be printed clearly or typed on standard 8.5 x 11 inch paper. Each response should be clear, concise and numbered. Since your responses will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTIONS

NOTE: Answers to the following questions must be specific as to dates and employers. If this supplement is used as a screening tool, some answers may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe your experience in working with people with disabilities.
2. Please describe your varied clerical experience in an office environment. Be sure to include types of office equipment used and employment dates.